

Marlow Town Library Trustees' Meeting

December 19, 2022 at the Marlow Town Library

Present: Jill Sanders, Jeanne Kennedy, Linda Fuerderer, Marcia Levesque, Jennifer Brown

Ms Sanders called the meeting to order at 6:35 pm.

Secretary's Report

The Minutes were read from the November meeting.

Ms. Sanders motioned to accept the minutes as written.

Ms Levesque seconded.

Motion passed 4-0.

Treasurer's Report

Ms Fuerderer showed the Board a new spreadsheet she developed to audit her work.

The Board decided the \$512 earned at the Christmas on the Pond book and snack sale should be deposited in the savings account – earmarked for a storage shed.

Ms Fuerderer suggested moving extra money from the checking account to savings. The Board will discuss and vote on how much to reserve for expenses until the town funds the library for 2023, at the next meeting.

Ms Kennedy motioned to approve the Treasurer's report. Ms Sanders seconded. Passed 4-0.

Librarian's Report

Ms Brown reported the library will owe the Town about \$65.52 for phone service in 2022. Town Administrator will forward an invoice ASAP.

Ms Brown has been unable to obtain Jen Clark's phone number to pay for Ice Cream for Summer Reading Program participants. It was decided to wait until Aaron's Specialty reopens in the spring, and establish a different system for SRP prizes.

Ms Brown reported she had received the trial balance from the Town Office. It looks like salaries are okay even after special occasions and Gayle's absence.

Ms Brown reported the new computer would be delivered on 12/20/22. The cost of \$812.48 included installation of new Windows 11 laptop, and network setup.

The Board discussed the complaint received after the first mozzarella class. It was decided since the class pace has been slowed, no further action is required.

Ms Brown shared a 2023 calendar she created to plan for programming in the coming year. There was much discussion on 2023 programming, especially yoga classes.

Ms Brown shared a draft Programming Policy for the library. After a period of discussion, it was decided the policy needs revision to address the "free and open to the public" statement. It was decided Ms Brown will amend the policy, and the Board will review it at the next meeting.

Meeting adjourned at 8:30 PM.

Next meeting scheduled for January 16, 2023 @ 6:30 pm at the Marlow Town Library.

Respectfully submitted,

Jeanne Kennedy